

UNITED STATES GOVERNMENT

Memorandum

TO : COINS Project Manager

DATE: 31 July 1969


FROM : Chairman, COINS User Training Panel

SUBJECT: Monthly Report

1. PANEL MEETING - The Panel met at NPIC on 24 July, but due principally to vacation, attendance was low. Those present were:


NSA -
DIA -
NPIC -
IHC -



2. COINS CATALOG -  has completed most of the "first page" information sheets required for the DIA files and plans to hand carry them to the chairman soon. Information on all other files is already in final form for reproduction.

3. CASE HISTORIES/WORKBOOKS - Some of those at the meeting had not seen your memorandums covering these subjects (COINS/219-69, 26 June 1969 and COINS/218-69, 2 July 1969), but they felt the ideas were good. Members will explore these at their own agencies to determine how much can be done and how soon, but it is not expected to be very much until system reliability between agencies is greatly improved. A start can be made using "in-house" examples, but inter-agency examples would be much more useful.



5. CODES/ABBREVIATIONS - Existing fields in many COINS files contain codes or abbreviations which are explained in voluminous documents that cannot logically be included in  therefore, an effort needs to be made to insure that these reference materials are available to COINS users. The Panel feels that in most cases an analyst will only use a file which is closely related to his area of responsibility, and he probably will have already acquired a referenced document in the course of his regular duties. Those he does not have can be acquired through normal channels. As back-up to this, however, each CUT Panel member will insure that at



least one complete set of such documents (covering all COINS files) is maintained at his agency at a central point, for quick reference purposes. In fact, a complete set of all COINS reference materials should be made available at one point in each agency. *Amn!*

6. USER COMPLAINTS/RECOMMENDATIONS - [redacted] suggested to the Panel that an official channel be opened between the COINS user and the COINS Project Manager, which would allow the user to make recommendations on any aspect of the system affecting his use of it, and would provide for feedback to him from the Project Manager. He presented to the Panel a draft of a form which could be used to facilitate this exchange. Those at the meeting agreed with this suggestion, but [redacted] cautioned that we should be careful of overlap with the work of the Test and Analysis Panel. This has been considered, and recommendations are being made by separate memorandum.

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8. [redacted] announced that the NPIC system (rolled over to the 494) should be back in the network the first week of August - at least to a limited degree.

9. The next Panel meeting will be held on 21 August at 1400 in the NPIC Director's Conference Room.

[redacted]
Chairman
COINS User Training Panel

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cc: [redacted]

[redacted]
State - Mr. R. Wakeman